

Reliable

JOB SERVICE  **SOURCE**

The **Reliable SOURCE** is published quarterly by The Miles City Job Service.



If you would like to make a monetary donation to the Eastern Montana Stand Down, please contact Mike Bissell at (406) 234-3011.

If you would like to volunteer at the event on August 11, 2012 please contact Betty Vail at (406) 234-0505.

For more information on the Eastern Montana Stand Down, contact the Miles City Job Service at (406) 232-8340.

What is a Stand Down?

In times of war, exhausted combat units requiring time to rest and recover were removed from the battle fields to a place of relative security and safety. At secure base camp areas, troops were able to take care of personal hygiene, get clean uniforms, enjoy warm meals, receive medical and dental care, mail and receive letters, and enjoy the camaraderie of friends in a safe environment.

Today, Stand Down refers to a grassroots, community-based intervention program designed to help the nation's estimated 107,000 homeless veterans on any given night "combat" life on the streets. Homeless veterans are brought together in a single location for one to three days and are provided access to the community resources needed to begin addressing their individual problems and rebuilding their lives. In the military, Stand Down afforded battle-weary soldiers the opportunity to renew their spirit, health and overall sense of well-being. Today's Stand Down affords the same opportunity to homeless veterans.

Miles City Job Service Staff:

- ♦ **Lonnie Cross**
-Acting Manager
(Glendive Job Service)
- ♦ **Kim Blunt**
-Job Training Programs
- ♦ **Ron Nemec**
-Business Advisor
- ♦ **Noel Gruba**
-Employment Consultant
- ♦ **Cindy Erickson**
-Employment Consultant



Miles City Job Service Staff participated in this year's Bucking Horse Sale Parade.



Have a Mini Job Fair/Hiring Event at Job Service

Each March, the Miles City Job Service in conjunction with Miles Community College holds the Miles City Job Fair. This year, our event was very successful with a record number 47 employers and resource agencies in attendance. The survey comments from these employers after the Job Fair stated that 10.7% hired someone directly from the Job Fair and 48.4% were planning on hiring someone. 100% of those employers and resource agencies that completed the survey stated they would participate again next year!

Mini Job Fairs/Hiring Events can also be held throughout the year as another tool to assist employers in search of qualified applicants. The Mini Job Fair provides a different approach to the standard job fair. These fairs are scheduled by the employer and are held in the Miles City Job Service Conference Room. The employer can utilize this space to speak one on one with job seekers about the employment opportunities available within the company and also to discuss the application and interview process.

Job Service can assist you in advertising your Mini Job Fair by distributing information to job seekers who visit the office. They can also put information on their local website and distribute flyers throughout the community. Employers are encouraged to advertise that they are having a Mini Job Fair by adding the information in classified or radio advertisements.

Employers are encouraged to contact us if they would like to schedule a Mini Job Fair/Hiring Event. Call 232-8340 for details on how this event might assist you in your hiring efforts.

CACG Event Held May 8, 2012

Miles City Job Service participated in the MCC Career & Retraining Information Event that was held on Tuesday, May 8 in MCC's Room 106. This event was funded by the Montana Department of Labor and Industry through the College Access Challenge Grant (CACG).

The purpose of CACG is to emphasize the importance of post-secondary education and the benefits to those who attend. These benefits include increased earnings and employability over the long run. The CACG also increases awareness of and access to the application for financial aid for post-secondary education, commonly known as FAFSA. Non-traditional students, high school students, parents and anyone considering post secondary education were encouraged to attend.

Miles Community College facilitated the event and they were present to assist those applying for grants and funding through FAFSA, finding scholarship opportunities, determining eligibility for a variety of funding sources and assisting with exploration of career paths and educational possibilities.



The Montana Department of Labor and Industry is hearing from small businesses targeted by aggressive marketing companies who sell labor law posters claiming to be the state agency. *"These aggressive marketing tactics are making it difficult and expensive for Montana business owners who are trying to follow the law,"* said Labor Commissioner Keith Kelly. *"We want businesses to know that the*

Department does not and will not call demanding you purchase a Five in One poster. In fact, those posters are available at no cost."

Please contact the Miles City Job Service at 406-232-8340 to obtain a FREE copy of the current Employment Poster.

APPRENTICESHIP...The Employer's Program (and a smart business investment)

Registered apprenticeship is an important resource for employers and an opportunity for workers in these demanding times. In the environment of "down sizing" and "right sizing" the workforce must be more efficient and productive. The better we train Montana's workforce today, the more likely they will be up to the challenges in tomorrow's work place.

As unemployment figures decline, the availability of skilled workers is diminished. The remaining people are likely to be those with skills that do not meet those of current employment opportunities in today's job market. The Apprenticeship and Training Program, Department of Labor and Industry can help fill this void through services provided to Montana employers.

Through a registered apprenticeship program, employers can access professional assistance to train Montana workers to become highly skilled in their occupational trade or craft. As our state economy becomes more service based, the demand for a technically trained skilled workforce will increase.

Apprenticeship is the oldest known form of skills training. It's all about a seasoned, skilled worker teaching the skills of their craft to workers new to the trade or craft. Registered apprenticeship training includes both supervised on-the-job training through real work experience and related technical instruction in the classroom. Business, Laborer, Education and Government work in cooperation to deliver structured progressive instruction programs designed to develop high-quality, skilled and employable workers.

Apprenticeship is still a mystery to many who never get the chance to capitalize on the opportunity to "earn while you learn" because often they do not even know it is an option. The Montana Apprenticeship Program hopes to raise your awareness of Apprenticeship and all the doors it can open for your future. Whether you are interested in becoming a meat cutter or child care development specialist, an electrician or a heavy equipment operator, with hundreds of apprentice-able occupations, there is a career path for nearly everyone.

The Montana Apprenticeship Program assists in setting up structured yet flexible training programs recognized by federal and industry standards designed to meet the specific needs of Montana employers through on-the-job training (OJT) and related classroom instruction.

Apprenticeship Programs can be sponsored by employers, employer associations, or labor/management groups (JATC's) that can hire and train in a real world working situation. Currently there are over 660 sponsors (employers of apprentices) - Union & Independent and 1,500 registered apprentices working in 50 different occupations scattered throughout 53 of the state's 56 counties.

SUGGESTIONS FOR SUCCESS CONTRIBUTED BY MONTANA SPONSORS OF APPRENTICESHIP

Given the geographic size of Montana and the lack of available resources, providing a classroom-instructor environment for all registered Montana apprentices is more of a "wish" than a reality. A large number of Montana apprentices are taking their required related instruction through a correspondence home education delivery system either offered by MSU-Northern in Havre or the North Dakota State College of Science (NDSCS) in Wahpeton, ND. This educational system is reasonable in cost, continuously upgraded, has some internet capabilities and both providers have a high customer service standard.

The system is not without its downside though. The coursework is technical in nature and the apprentice does not have immediate instructor or student support. The apprentice is expected to complete the coursework as predicated by the schedule stated in the registered apprenticeship standards, but often times, personal interests, family, and other priorities will negatively influence the apprentice's motivation to complete their courses on a timely basis.

The following information is a summary of "best practices" that are currently being utilized by Montana sponsor/ employer's of registered apprenticeship that have been proven successful in motivating and lending assistance to apprentices in the successful completion of the required coursework. The "best practice" examples are from the industry and not the program but developed by program staff to provide you with working examples that have demonstrated proven success.

- ◆ The sponsor provides a quiet space for the apprentice to come in 1 hour before or after work to complete coursework—up to 3 times a week.
- ◆ Under written agreement the apprentice is obligated to turn in no less than 2 coursework assignments during a pay period to receive a paycheck.
- ◆ The sponsor encourages an apprentice to set aside blocks of time once a week away from home for coursework completion by using the library, coffee shops, schools or the sponsor's shop or office as an alternate location.
- ◆ The sponsor can contact other sponsors in like occupations in their area to suggest that area apprentices meet as a group at a designated location weekly as a coursework activity.
- ◆ Sponsors can identify a retired journeyman or master, a recent apprenticeship graduate, or senior apprentices willing and able to mentor new or apprentices having difficulty with coursework completion.
- ◆ To take a pro-active stance in the apprentices' efforts, industry practices suggest that sponsor's seeking to motivate apprentice's to complete coursework on a timely basis should post long range coursework on a timely basis should post long range coursework completion goals, maintain an awareness of the apprentice's progress and identify needs for coursework assistance.
- ◆ Industry practices suggest that sponsors should not advance apprentices with pay increases if their coursework is not being completed as scheduled. The sponsor loses valuable leverage for motivating the apprentice to complete coursework when pay raises are provided without timely completion of coursework being a requirement.

Sponsor feed back suggests by enforcing a coursework completion schedule, the end result is a more responsible apprentice and more competent journeyman.

Homeowners & Businesses Should be on the Lookout for Fly-By-Night Contractors

As construction season gets into full swing, the Montana Department of Labor and Industry wants to remind businesses and homeowners to use caution when choosing a contractor. "There are a lot of legitimate contractors out there, but it's the fly-by-nighters who come in, get their money, and leave without doing the work that can devastate a homeowner or business," said Labor Commissioner Keith Kelly. "We want to make sure that Montanans know if something sounds too good to be true, it probably is."

Warning signs to watch out for include: the contractor will only accept payment in cash; is pressuring you into making a hasty decision, requiring you to pay in full up front, using high pressure sales tactics, arrives in an unmarked car or van, or refuses to give you a written estimate, contract or references.

Here are some tips that both homeowners and businesses can follow when choosing a contractor:

- ◆ Verify the contractor is registered with the State of Montana
- ◆ Check with the State Construction Contractor Registration Unit to be sure that the contractor is in compliance
- ◆ Find out if the contractor belongs to an industry association
- ◆ Check for proper insurance (Liability, Workers' Compensation)
- ◆ Call references; look at past projects
- ◆ Have a contract detailing every aspect of the project including how and when paid
- ◆ Communicate. Assure each of you have a complete understanding of expectations

Visually inspect each part of the project. Consumers who believe they have been scammed by a fly-by-night contractor who has taken their money but not performed the work promised, should contact the Office of Consumer Protection at (800) 481-6896 or (406) 444-4500. For more information on hiring the right contractor or to find a list of local contractors in your area log onto www.mtcontractor.com or call 406-444-7734.

Please contact Job Service at MilesCityJSC@mt.gov if you would like to receive our newsletter by email.

Author Unknown

Attitudes are Contagious. Is yours worth catching?



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